

REGISTERING AS A NOTARY PUBLIC

If you would like to become a notary public, please contact the Secretary of State, Notary Information at (916) 653-3595 or www.sos.ca.gov/business/notary/

No later than 30 days after the beginning of the term prescribed in the commission, every person appointed a notary public shall file an official bond and an oath of office in the office of the county clerk of the county within which the person maintains a principal place of business as shown in the application submitted to the Secretary of State, and the commission shall not take effect unless this is done within the 30-day period. A person appointed to be a notary public shall take and subscribe the oath of office either in the office of that county clerk (**in person**) or before another notary public (**by certified mail**) in that county. **Exceptions are not made to the 30-day filing requirement.**

If your commission indicates a county other than San Bernardino, please contact that county for further information regarding their filing, recording and fee requirements.

NOTE: Name appearing on commission, oaths, bond and identification must be exactly the same.

IN PERSON

Applicant will need to bring in the following:

1. Notary commission certificate issued from the Secretary of State
2. Two (2) original unsigned oaths issued by the Secretary of State
3. Original bond in the amount of \$15,000 indicating the term of four (4) years
4. Valid photo identification
5. Photocopy of bond for confirmation of filing (optional)
6. Correct filing and recording fees (see below)

CERTIFIED MAIL

The oath and bond may be filed with the county clerk if the oath of office is taken and subscribed before another notary public.

Applicant will need to mail to the county clerk the following:

1. Photocopy of notary commission certificate issued from the Secretary of State
2. Two (2) original completed oaths of office forms (signed by applicant and completed by a notary public who administered the oath).
3. Original bond in the amount of \$15,000 indicating the term of four (4) years.
Please print return mailing address in top left hand corner of bond.
4. Copy of bond for confirmation of filing and a self-addressed, stamped envelope (optional)
5. Preprinted check or money order for fees made payable to County Clerk
6. Please include a daytime phone number in your correspondence

NOTARY AUTHENTICATION

To have a San Bernardino County notary's signature authenticated you may come into our office in person or mail the document(s). The authentication of each signature is \$15.00.

CONTACT INFORMATION

San Bernardino County Recorder
Attn: County Clerk Division
222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022

Hours: Monday-Friday, 8:00 a.m. - 4:00 p.m. (excluding holidays)
Phone Number: (909) 386-9095

FEES:

\$40.00 filing fee for oath

\$25.00 filing fee for the bond

\$12.00 recording fee for bond and includes a coversheet

Note: If bond is more than one page, there is an additional fee of \$3.00 per page after the first page.

An additional \$1.00 and a self-addressed, stamped envelope, if a conformed copy of the bond is desired (optional)

NOTE: There is no notary public on staff to notarize any documents nor do we authenticate a notary's signature from another county.